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## Special Libraries, July-August 1928

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# SPECIAL LIBRARIES

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Vol. 19

July-August, 1928

No. 6

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## 20th CONFERENCE

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## PROCEEDINGS

### PART I.

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President's Annual Address

Census of Distribution

Research in Russia

Some Recent Books

Committee Reports      Departments

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 Toronto Transportation Commission, Toronto

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# Special Libraries

Vol. 19

JULY-AUGUST, 1928

No. 6

As the magazine passed through the press such a large amount of copy accumulated that the proceedings will be assigned to both the mid-summer issue and the first autumn issue. Addresses by President Cady, Mme. Khmel'nitsky, Mr. Steuart and Miss Bradley appear in this number, also various committee reports. The feature articles in the September issue will be the addresses of Dr. Lapp, Dr. Moulton, Miss Bush and Dr. Johnston and in addition the remainder of the reports submitted at the Conference. The other Fall issues will be devoted in large part to the various Groups.

## President's Annual Address

By Francis E. Cady, Nela Research Library, Cleveland, Ohio.

THE fundamental purpose of research is to ascertain and establish facts. The inspiration back of research is either the desire to verify an hypothesis or theory, or to explain known phenomena, to explore new fields of endeavor or to penetrate further into the outskirts of fields already partly investigated. While there are cases where research along a particular line may be handicapped by a too intimate knowledge of what has been done before, in general the desirability of avoiding duplication and fruitless efforts makes it necessary for the research worker to be familiar with what has been done by others on his particular subject. This naturally implies a library and in the case of legal, medical, commercial, technical, scientific or economic research, it implies a special library.

In scientific research the worker is generally sufficiently conversant with the sources of information so that he needs the services of the librarian only to be told or shown the location of the material in the stacks. This is probably true of a great deal of research in the lines referred to but in cases where the

librarian is adequately trained he or she is frequently called upon to look up the material, get it together and sometimes make a digest of the important features.

Obviously, the training for such service is a continuous process and fortunate indeed is the librarian who has had extended collegiate experience before entering library work. And fortunate also is that librarian who can find time during office hours to become familiar with the contents of the library. In considering sources of information the government bureaus at Washington should not be overlooked as they have accumulated a mass of material much of which is not known to the average librarian. It therefore seemed peculiarly appropriate to take as the keynote of this 1928 conference, "Research," and to arrange the program so as to open up as far as possible the various storehouses of knowledge with which Washington is so richly endowed. While those who are not able to be present will learn much of these storehouses by perusing the report of the proceedings of the conference, those who have the

privilege of attending should gain in addition the personal contact with those in charge which so often paves the way for more efficient mutual service.

In last year's report attention was called to a very serious problem facing the Executive Board, in providing for the editorship of the journal, Mr. Brigham having signified the necessity of resigning after two years of most effective work during which he not only improved the character and quality of the contents of the journal but also built up the advertising to a point which promised much in reducing the net cost of publication. Serving without pay and consequently without paid assistance, the burden of carrying the load had proved too much for his health and he found himself reluctantly compelled to ask for surcease. At this critical juncture a very plausible and happy solution presented itself which solved not only this difficulty but another which had proved itself increasingly apparent during the preceding period covered by this administration.

Your officers have for a number of years recognized the desirability and advantages of having a central office with a paid official in charge devoting full time to the interests and work of the association. While those who have carried on the labor of fulfilling the duties of the various offices have given unstintingly of their time and accomplished wonders, the work has grown so that it was impossible to keep up with it and as a consequence the present Secretary and Treasurer was confronted, as was her predecessor, with a tedious problem in straightening out the membership and subscription lists, a task which demanded more time than she could afford to take from her regular duties and necessitated many hours of night labor. The previous officers are deserving of the gratitude of the membership for having given so freely and generously of their services without paid assistance. In most any association such a condition of affairs will continue for a certain time but ultimately must be remedied either by employing paid assistance or by reducing the membership with consequent reduction in the labor of taking care of it.

When, therefore, the opportunity

arose of getting the services of Mrs. Brigham, the wife of the Editor, who was herself a trained librarian and has had several years of practical experience, the solution of the two problems, indirectly that of the editorship and directly that of the central office, appeared probable. Desirous of re-entering the business world, Mrs. Brigham was willing to accept a moderate salary, give all her time during office hours to the affairs of the association and in addition for the time being provide office space in a new house which they were purchasing, thus saving office rent and loss of time between the editorial and publication activities. It seemed necessary to act on this question promptly or the opportunity would be lost since it was doubtful if she would be willing to make a change if she obtained another position. After careful consideration, the Executive Board decided to accept her offer. When he was confronted with the possibility of being relieved of all the routine tasks connected with the assembling, printing and mailing of the journal, Mr. Brigham decided he would try again to carry on the editorial work and that connected with getting the advertisements. And that he has done so very successfully, the subsequent issues have demonstrated.

It was temporarily decided to call the office the "General Office," and the incumbent of the new position, the "Executive Officer." Among the first activities of the Executive Officer was a survey of publication costs in Providence as compared to New York, and it was found that the journal could be printed in the former city at a considerable saving in cost per page with the additional advantage of immediate proximity to the editorial office, thus insuring more adequate direct supervision, quicker service and a great saving of time in making changes, correcting errors, etc. This necessitated the severance of our commercial relations with the H. W. Wilson Company, who have for so many years served the Association so well and faithfully in the printing and mailing of the journal. The attitude of the company and its officers in accepting this loss of business was extremely gracious and I am glad to take this opportunity of thanking them for

their efficient service and for their ready appreciation of the reasons for the change.

The Editor himself will report on the activities of his office. Suffice it to call attention here only to the fact that he has not only maintained its standard but has increased the revenues from advertising to such a point that during one month the receipts more than paid the cost of printing. Attention should also be called to the services of Messrs. Alcott, Armistead and Handy, who volunteered to act as assistant editors to tide over the period after the last conference and covering the next six issues in order to provide time to take care of the readjustment. The thanks of the Association are due these gentlemen for their generosity and very able assistance. Details of their work will doubtless be given by the Editor. Further details of the work of the General Office will be presented in the report of the Secretary-Treasurer.

In the Toronto address of the President, the statement was made that the success of the plan for increasing the finances of the Association by increasing the dues, particularly those of institutional memberships, was then somewhat in question. It is believed that the dubious part of this statement has now entirely disappeared and the constantly increasing number of such memberships as shown by the list published in the back part of each number of the journal is sufficient evidence in support of this contention. This is largely due to the efficient work of the Membership Committee, together with the coöperation of all the officers of the National and locals. This fine showing has been made in the face of serious delays in getting under way due to lack of campaign material, a deficiency very ably met by the preparation of a booklet describing the organization, accomplishments and advantages of joining S. L. A., prepared by a committee of which our first vice-president was chairman and the most active member. An account of the work of the Membership Committee will be found in the report of the chairman. This work has only just begun and an even more intensive campaign should be mapped out for the ensuing year to the end that every company able to support

a library will take out an institutional membership and thus provide funds which will not only take care of the maintenance of the executive office and permit an extension of the activities of that office, but also enable the publication of a considerable amount of valuable material at present held in abeyance awaiting the necessary financing.

At this point I should like to call attention, without stressing the point too much, to a suggestion made by past-president Handy that in loyalty to the organization which is devoted exclusively to their interests and to efforts to improve their condition, every librarian who can afford to do so should take out an individual membership whether or not the company has an institutional membership and has designated the librarian as official representative. This means a yearly contribution to the good of the cause, of five dollars. Already a number of members have followed this procedure. This also will help to swell our resources.

One of the consequences of the unification of the locals with the National was the inauguration of a budget system to handle the finances. While the locals have been operating under this system for only half a year, there has been, as far as I know, no complaint of lack of funds and no reason to doubt the satisfactoriness of the method. Most of the locals put in a budget request fairly close to what had been estimated by the Executive Board and what had been an average expenditure for them in preceding years. In all cases the amounts asked were appropriated. It is hoped that with more resources it may be possible to give more monetary assistance to some of the smaller locals so that they can get paid help on their program. In the larger cities and older associations there are almost always so many individuals who are willing to give without expense their time and services in the way of talks and lectures that it is not especially difficult to prepare programs whose only expense is for printing, hall rent and perhaps one or two complimentary dinners. But in the younger organizations, where the membership is not large and the attendance at meetings is not great, it is difficult at times to provide a program which is



sufficiently interesting to draw well. It has been suggested, and I believe rightly, that if money were available to pay the expenses of an outside speaker, it might be possible to have a special meeting to which could be invited librarians from all the surrounding territory and thus stimulate interest which would result in an increased membership and attendance at subsequent meetings.

During the year the National organization was further strengthened by the inclusion of the Pittsburgh Special Libraries Association so that now there is only one of the older and larger locals which has not adopted the new plan of a unified National organization with local chapters or associations. The advantages of this unified state will grow and be more apparent as the main organization continues to function and to accomplish more and more those larger activities which it is impossible for locals to undertake. In this connection it is a pleasure to announce that Special Libraries Association has been incorporated under the laws of the State of Rhode Island and as a corporate body the Association is now a responsible organization which is authorized to receive and disburse funds, incur obligations, receive bequests, protect its incorporate name, and is given a credit rating, while its officers are relieved of the onus of personal and individual responsibility for its debts. This action was taken only after a thorough study of the subject and a report made by a committee appointed for the purpose. Rhode Island was chosen as the state in which to incorporate because of the simplicity of its requirements and because the present location of the general office further simplified the action. The expense involved was only an initial payment of seven dollars and a biennial fee of two dollars.

At the Toronto conference the Electrical Engineering Committee of the Commercial-Technical Group presented an unfinished report on a bibliography of electrical literature. This report was considered so valuable by the Electrical Engineering Department of the Massachusetts Institute of Technology that after a conference with your president, Professor Jackson, Head of that department, offered to contribute toward its

publication. The plan as finally worked out provided that in return for the contribution the Institute should receive a thousand copies in a folder cover with titles and other captions used by the Institute in their publications, due credit being given on the cover to the Special Libraries Association. On its part, the Special Libraries Association is free to print as many additional copies as may be desired, using its own cover. This bulletin has just been published and comprises No. 6 of the regular series issued under the supervision of the Committee on Publications.

It will at once be seen that this action constitutes another step in the progress of coöperation with other associations and institutions whereby through the contribution of funds, it is possible not only to spread the results of the labors of the S. L. A. groups and committees among outsiders most interested in that work, but also provide for a sufficient number of copies to take care of our own membership and have some for sale. Such cooperation has been going on for several years with the Illuminating Engineering Society through the bulletins on the yearly Bibliography of Illumination. Additional testimony of the value of this bibliography to that society is afforded by the action of their Committee on Education in requesting five hundred extra copies which they distributed to educational institutions and to home economic associations all over the country. They stated that it was just what was needed to complete the material sent out on their program of education in lighting.

May I take this opportunity to express my personal thanks and those of the Executive Board, as well, I am sure, as those of the complete membership, to the chairman of the Publications Committee, our former president, Miss Rankin, who has done such excellent work on the two bibliographies just mentioned.

In considering possible activities of the Association, the President has at various times during the year suggested the possibility of taking as a major problem that of working out a method whereby companies which need some library service but which do not feel that they need it enough to justify the

establishment of a company library, could combine in the establishment and support of an inter-company library, thus getting practically all they want in the way of service but greatly reducing the cost. A notable example of such a coöperative library is that of The Insurance Library Association of Boston and vicinity of which Mr. Handy is librarian. It occurred to me that there was no reason why this plan might not be extended to other industries such as the textile, the shoe, the rubber, the petroleum or the steel industries. At least it seemed like a problem worthy of study. A modification of the idea was inaugurated, also in Boston, by the General Manager of the Boston Elevated Railway, who wrote a letter to eight electric railways in the territory adjacent to Boston, telling of the fine library of the company and inviting them to make use of it as freely as if it were their own. Such a generous spirit of coöperation is bound to result in great benefit to that particular industry even though the actual use of the library may not be greatly increased. It may be that for the time being this is the more easily and quickly attained solution of the problem. But under any circumstances, it is certainly impressive and indicative of the new spirit of mutual helpfulness which is permeating modern business more and more.

The activities of the local associations will be discussed in their respective reports. I understand that new local associations have been started in Detroit and Cincinnati, but they have not yet applied for membership in the National. In my judgment they should be urged to do so, not only in order to conform to the present unification principle but also because they should be able to get assistance in building up their membership, planning their meetings and maintaining their interest at a period when they most need such help.

That the various groups have been busy is evidenced by their respective programs at this conference, and information as to their activities will be found in their reports.

The Executive Board has held three meetings during the year. Among the important actions taken may be mentioned the increase in the subscription

price of the journal to five dollars so as to eliminate the difference between a subscription and an individual membership, application for incorporation; the establishment of the general office and appointment of the Executive Officer; approval of a budget of the estimated receipts and expenditures of the National Association for the ensuing year including budgets for amounts requested by the local associations; decision to supply gratis to institutional members all publications issued by the Association; decision that in considering dues the fiscal year should run from January to January and that any membership accepted between January and June of a year should call for a full year's dues and entitle the holder to receive publications he would normally receive if the application had been received January first; that any membership accepted after July first should call for one-half the yearly dues, and receive publications normally issued to such membership for that period.

What of the future? Of the various projects previously discussed, some which should be are not yet finished. The unification of all special librarians in one national organization should be pushed coincident with the extension of local associations. The coöperation with other associations such as that with the Illuminating Engineering Society and the Massachusetts Institute of Technology should be extended and two possible cases look particularly promising, i. e., coöperation with the Association of Rubber Manufacturers and with the Petroleum Institute. The advantage to S. L. A. of this coöperation is too manifest to require comment. A further study of the problem of the coöperative library may open up avenues of attack which will pave the way for further developments as encouraging as that mentioned in the early part of this report.

In view of the enlarged character and activities of the Association it has become necessary to take up the question of a revision of the constitution and by-laws. The committee in charge of this revision will need to make extensive changes particularly in the by-laws which should probably include a clear and concise definition of the duties of

the respective offices of Secretary, Treasurer and Executive Officer, so-called. While I realize that this is a task for the committee and ultimately for the whole association, I may perhaps be pardoned if I take this opportunity to make a few suggestions based upon my observations of the needs of the Association during the past year and a half of my incumbency in this office.

I should suggest that the duties of the Executive Officer should be to look after all work connected with the journal except those purely editorial duties carried on by the Editor and the various assistant and associate editors, and the work connected with getting the advertisements; to keep and maintain the membership and journal mailing lists; carry out all instructions regarding procedure directed by the Executive Board of the various officers; send out notices; answer most routine questions; keep on hand and distribute all literature with the exception of such as might be desired by the Secretary or other officers; send out all bills; receive and keep a record of all monies; keep a running account of the books; work up the general financial statements such as are presented at the Executive Board meetings, and in general perform such other work as may be requested by the Secretary or the Treasurer, thus relieving these officers of the drudgery and leaving them free to work on the larger aspects of their positions. I should propose that the General Office and the Executive Officer be under the immediate supervision of the Secretary and the Treasurer.

If these be accepted as the duties of the Executive Officer, then I would suggest that the Secretary in addition to supervising the work of that officer should keep a record of all Executive Board meetings; answer any unusual or special questions not readily handled by the Executive Officer; should be the main point of contact with new members, and the arbiter of any questions or disputes raised by members regarding either the work of the Executive Officer or the Association; should carry out any special assignments made by the Executive Board such as the study of various conditions; be the main points of contact between the local associations and

the Executive Board; and present to the Executive Board and at the annual meeting a report of the conditions of the Association covering its resources other than financial and its activities.

The Treasurer, in addition to supervising the work of the Executive Officer pertaining to financial matters, should watch the financial condition and report to the Executive Board regularly the financial status of the Association, and should plan and put into operation a suitable method of accounting if the one at present in use is not satisfactory. He should study ways and means for increasing the financial resources; should watch expenditures and make recommendations to the Executive Board on the feasibility of all large expenditures. Like the Secretary, he should make an annual report showing the financial condition of the Association.

With the establishment of the General Office and the appointment of the Executive Officer the work of the Secretary-Treasurer has been greatly cut down and should give this officer more time to study the main problems of the Association. It has been proposed, previously noted, that the Secretary take as a part of her regular duties the relations of the local associations with the National and be ready to help where requested in preparing programs, in building up membership, in carrying on activities, and in the interchange of experiences.

The constant growth in the special library departments of the larger public libraries makes it desirable to have the closest coöperation with S. L. A., particularly in those cases where the department librarians are not yet members. This may be a convenient channel for more coöperation with the Aicanmer Library Association with which we are affiliated. In this connection it may be appropriate to mention as a matter of record that the motion to establish a business libraries section of A. L. A. was brought up for action and tabled at the December meeting.

In closing this report, I desire to express my thanks to the members of the Executive Board for their loyal support and assistance; to the chairmen of the groups and of all committees for their

activities; and to local officers and members who have so cheerfully and uncomplainingly adopted the radical changes necessitated by the unification and done so much to make it a success.

The outgoing officers feel much encouraged with what has been accomplished and trust that the future will only further prove the value and correctness of what has been undertaken.

## Research in the Bureau of Labor, Kharkov, Ukraine

By Mme. Eugenia Khmel'nitsky, Chief Bibliographer, Institute of Labor Research

I GREET you in the name of all Russian libraries from all parts of our vast country. It is so seldom that a Russian librarian has the chance of personal contact with his fellows of a foreign country. And because perhaps of the difference of our language and isolated position of our state our work is not known in other countries.

It is a great pleasure for me to speak in this conference of expert librarians in the country that is famous for splendid methods and technique of library organization. But at the same time, I regret very much I did not know before leaving Ukraine that I would have the occasion to take part in this conference. I also ask you to be kind and tolerant to my bad foreign accent and poor English expressions. I shall do my best to give you a general idea about our work in the ten minutes that are allowed to me.

In the field of library work in these ten years after the revolution more has been accomplished than perhaps in a hundred years before. I would not of course give you a false idea that there existed no libraries in our country before the revolution and that they were all created only by decree of the commissioner as Minerva from Jupiter's head. Every librarian knows what splendid public and academic libraries we had long years ago. Every one knows that our libraries can be compared with the best libraries of the world and that we possess many rare and old copies—unique volumes that cannot be found anywhere else.

But before the revolution the only function of our libraries was to gather and conserve books. This passion for conservation of books was characteristic of the old library. Using the beautiful

Russian expression, the library was not a living body but a cemetery where books were buried with all the greatest ceremonies and so well that nobody could find them out. And really it was impossible to keep them alive.

Under the old régime the libraries were greatly handicapped in their development. Our old libraries with all their precious things were dead capital. In a country where the greatest part of peasants and workers could not read or write, the libraries existed for the few who had the privilege to be educated. There existed no proper methods and organization of library work and nothing was done to put the books in the hands of the readers. Like schools, universities and scientific institutions that had grown up under the old régime, the libraries were seldom permitted to be open and different obstacles were put in the way to make the libraries quite useless.

I cannot remember even one conference of libraries before the revolution. Conferences were in general not permitted. But when the old despotic system was broken down thousands of libraries were organized. It was like a stream from all parts of our vast country, a stream of knowledge and education. From the most remote villages delegates of peasants were sent to the cities to buy some "good books" and to create libraries. The history of human kind has never seen such an enthusiasm. Like a giant that was sleeping too long—centuries perhaps—the Russian people arose from their oppression. The lowest classes treated by the nobility like animals in reward of their work became aware of their ignorance and began with feverish speed to organize schools and libraries. It was said in some

German magazine that all our libraries were burnt. Of course it would not be astonishing in a country where 70 per cent of the people could not write or read. But it is just the opposite that happened. All books taken away from the churches, monasteries and institutions were put in the public libraries, where they became available for every one.

Not only were hundreds of scientific institutions opened, of which every one has its special library,—a new and fresh air of liberty, equality, and freedom of scientific research penetrated all these libraries. With the greatest ardor and enthusiasm the world has ever seen, librarians put all their heart to work out new methods and technique with one purpose in mind—the book should not be a sealed letter, it has to bring light and knowledge, it has to serve not the few privileged, but all people. We see now every year conferences of librarians and bibliographers held in Moscow, Leningrad, Kief, Kharkof and smaller towns. Moscow and Leningrad are the centers of library work for great Russia, Kharkof, Kief and Odessa for Ukraine. And although Kharkof is the capital town and political centre of Ukraine, the leader in the library work in Ukraine, is Kief.

At all these conferences systems of classification are disputed and very often become matters of cruel polemics. You would be astonished what passionate speeches are pronounced in favor and against the decimal classification. Quite all the new libraries follow the decimal classification with the supplements that were made by the International Bibliographical Institute. The decimal classification is also followed by our "Book-Chambers" in Moscow and Kharkof. This institution was created after the Revolution instead of the censorship committee which existed in the old régime and was abolished after the Revolution. The Boff bookchambers receive the compulsory 30 copies of every printed book or article, and they send these copies to every public or university library that has the right to receive a free copy. These Bookchambers accomplish a very important work. They prepare bibliographical bulletins of all printed material that appears in the

Union of the Soviet Socialistic Republics. They print also, cards for the use of libraries classified according to the Decimal Classification. I asked the Director of the Ukrainian Bookchamber to send here a set of cards to give to the Librarians of the United States an idea as to how they are made.

Some of our special and public libraries have dictionary catalogues, so the Public Library of Kharkof has prepared a good dictionary catalogue. (Mr. Horowitsch—the consultant librarian of this library, a very well known librarian in Ukraine, has put all his heart in this work.) Even the system of the Library of Congress is very closely followed by the library of the Communistic Academy in Moscow under the direction of Mrs. Derman—who worked many years in the Library of Congress and is well known here.

After these general remarks I would say some words about our Special or Scientific libraries as they are called in our country. Of course there is no reason to divide the Libraries into Public and Scientific Libraries as they do in Russia. Every library is a scientific Library and perhaps they both should be differentiated from the school libraries, children's libraries and elementary libraries for the uneducated adults who are now taught to read and write and only begin to be interested in books.

Although we are far from being rich now quite every scientific, administrative, commercial, cooperative or trade corporation has its own library—sometimes created with greatest sacrifices. Kharkof has many of such special libraries. Now a few words about the Library of the Ukrainians Institute of Labor Research where I am chief Bibliographer. This Institute does pioneer work in Scientific Management, Applied Psychology, Educational Tests, Statistics and Philosophy of work. As our means are very small and we have no privilege to receive books free from the Bookchamber or from foreign countries we have to be very careful in buying books and magazines. And at the same time every specialist has the right to command books he considers necessary for his work. To meet these two ends give you trouble enough. The bibli-

ographer always fears that something in this or other field of scientific literature can escape from his view. We are not so richly supplied with reference books as this country or Germany. We very often lack the most important reference books and cannot get them. So it becomes most important for the librarians of our country to have the chance to go to foreign countries and to visit the libraries. I was much pleased to see that we in our library have in every special section the best and most necessary books. Even in the Special Psychology Library of Columbia University and in the Library of Teachers College I have not seen any magazine or book we did not have or know about in our small Library.

The work of a bibliographer in such a special library is not at all easy. We have no means to have in every library the necessary number of librarians so that the work could be strictly divided among them and every person could do special work. In our library the bibliographer is at the same time also librarian and research worker. He has to decide about the classification system employed in his library. He has to prepare bibliographies in special fields. We lack coördination among different libraries and bibliographical institutions. And every bibliographer works separately. As I have said, our Institute does pioneer work in Applied Psychology. Before the Institute undertakes some investigation the bibliographer must be ready to show what was done in the same field by other psychologists. The methods of, and technique of investigation specially have to draw his attention. And he must be well acquainted with all points of view and all different tendencies in the field of Applied Psychology. Of course, the points of view and theories change so quickly, that they cannot give some valid service for any classification; what shall be taken as a basis for classification in Applied Psychology? Even the greatest authorities could not say it I am sure. There was a time when we were told the secret of putting the right ones in the right place as to be found in vocational and intelligence tests. Millions of tests were invented in this country, thousands of experiments made in Germany—but no tests nor experiments were invented that could satisfy every

scientist that could persuade us—the given tests really help to pick out men for this given occupation. How was the bibliographer to classify this vast material of tests (he can classify only from the practical standpoint.) Are the tests valid or not, he cannot judge until he puts them all under the different occupations for which they were employed. Our scholars very seldom prepare bibliographies. The work done in a special library becomes of value for all workers in the same field of Investigation of the bibliography when it is printed. To fulfill the need I was obliged to prepare for printing a bibliography of tests for every occupation arranged alphabetically.

We also often arrange exhibitions of scientific and educational books for teachers and superintendents who come for the annual conference held in the spring in Kharkof. The exhibitions have great success. Of course we like our work and although we are not so well paid, we do our best. But we need closer connections with librarians and bibliographers of foreign countries. Our greatest misfortune is that we lack reference books in foreign languages, specially of this country. If a closer exchange of books could be arranged between the United States and the Union of Soviet Socialist Republics it would be of greatest value for the librarians and bibliographers of our country. But perhaps of more value would it be if they had the chance to visit the libraries in this country, to take part in the international library conferences and to come into personal contact with librarians of other more advanced countries.

Like science itself, to which the library opens the door, library and bibliographical work is and should be international.

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The Committee on Coordination of Scientific and Marketing Research of the American Gas Association has prepared a report on research activities of the American Gas Association affecting the production, distribution, sale and utilization of gas. This Association has been extremely active in fostering not only the spirit of research, but also the prosecution of many concrete problems of far-reaching importance.

## Some Recent Books

By Florence Bradley, Librarian, Metropolitan Life Insurance Company,  
New York City

IT IS very radical for us to be talking about books at a library meeting. According to Dr. Lapp's rating it may be a sign that we are getting to be quite bolshevistic though I don't know just where he would fit us in.

As you look over the publications of last year, it is very striking how many titles begin or end with the word America. Everything seems to have that particular "American" angle—which must have some real significance, so I am going to talk about books on America as a special group instead of reviewing them individually.

Suppose we begin a year or so ago, and take a group of biographies such as the lives of Henry Ward Beecher, Anthony Comstock and P. T. Barnum. They cover a picturesque period in American history, which we like to think has a particular significance to us today. Can we get anything better than those three to interpret that period for us? Strachey is responsible for the present style of writing biographies, but he cannot be responsible for the interest we have in the reading of biographies. We do not want to discount these very light, easy-reading biographies as being too frivolous or worthless, but rather to take their significance as part of the history and development of America. It is a very interesting thing—this telling of the story of our grotesques as well as our valiants.

I am finding in my own Library a pronounced interest in Civil War times. The new life by Robert Winston of "Andrew Johnson—Plebian and Patriot," I think is a very good book to take as a leader. The sub-title especially—"Plebian and Patriot" seems to mean something. We are finding these biographies give the crudeness and rawness of these men's lives that is significant of what we want to see in American development—especially the vigor that we want to hold over from that period, and treasure for the future. Winston's "Andrew Johnson" is one of the recent books I would like to recom-

mend very heartily for library purchase. Two others that I need only mention to you are Bower's "Jefferson and Hamilton," and Nock's "Thomas Jefferson." They further illustrate that particular group of recent biographies that best represent America's contribution to biographical literature.

Next we might turn to the popularization of economics. They are a queer combination of the industrial, financial and sociological, that dwell on the new American superiority. One is Mazur's "Prosperity" and another Carver's "This Economic World." Others that are of sociological—historical value are Muzzey's "American Venture," and Beard's "Rise of American Civilization." I think these four books follow out the same inclination of modern biography by holding up the mirror of American history and trying to deal with things in an honest way. These books are giving us not only facts, but giving them to us with the ever popular punch and pep that makes us face certain situations in our own economic development that the old school of authors used to save us from, if they really saw for themselves.

The foreign books on America are exceedingly interesting. Speaking generally, with not as intimate a knowledge of these books as I should have, Siegfried's "America Comes of Age," is perhaps one that we want to study and think over a bit. When a French librarian was in New York he asked particularly to know about this book and how it was being received in America. He said that if America only knew, they had no such friend in all France as André Siegfried, that he is one of the great admirers of America who is able to put his admiration into print. I think all public libraries tell the same story—that Siegfried has been a "best seller," so it will be exceedingly interesting to follow his attitude toward this country. As I remember, in the introduction of his book he emphasizes particularly the fact that he was in this



country for so many months, but that he did no talking and made no public pronouncements. Therefore what Siegfried has to say about our social questions, the general prosperity of the country and the economic status as it impressed him is exceedingly significant.

Muir's book, "Golden America" should be particularly interesting to librarians, because he is so impressed with the use of research work in this country. He speaks of the immense facilities for research and that America is ahead, not only of England, but of all the rest of Europe in such work.

I will not attempt to go into the Spengler and Keyserling books, "Decline of Western Civilizations" and "The Travel Diary of a Philosopher, we cannot lose sight of, even though they are not new. In studying this whole group of books on America they must have an important bearing for some time to come.

Now the fiction. How hard it is to make a selection from our abundant recent fiction, but there are one or two books I would like to speak of as being related to all the aforementioned—Rolvaaag's "Giants in the Earth," written by a Norwegian and then translated into English, or shall I say "American." He takes for his text: "There were giants in the earth in those days," giving a clear impression of the hardness of life in the early days of our country. In style it is suggestive of Hamsun's "Growth of the Soil."

It would be very interesting to compare that book with Willa Cather's "Song of the Lark." All of her books give, I think, an exquisite sense of the great open spaces together with a full conflict with modern life that makes them an essential part of American literature.

Lewisohn's "Island Within" is a book that means a great deal to us in the big cities. His "Upstream," a few years ago was a chronicle of discontent of the foreigner fitting into the American scene. He has given us something now with twice the vigor and should be recommended as of permanent value.

It is not necessary to more than mention Wilder's "Bridge of San Luis Rey."

It is a book without jazz or sex. In style it is very simple, so simple in fact that one marvels it did not pass unnoticed in the great rush of things. It is very reassuring that the book should have been written, but more reassuring that the book should be appreciated. "The Caballa" probably has no place in this discussion of American books, but we can't resist mentioning it with pride, in passing.

An older novel that I recently happened to catch up with was "Drums," by James Boyd, a story of a young man resenting the American Revolution and leaving this country to go to England. This book together with a play—"Ten Thousand," by Hugo Frank—represent a topsy-turvy-dom in modern literature that is very stimulating to American readers. Other topsy-turvies that librarians should cherish are the delightful Van Loon books. And here I would like to suggest three questions we might ask ourselves if we are to enjoy the true value of such books to our collections: Are we passing them on to our stodgy readers who perhaps need a little pricking and prodding? Do we consider what might constitute legitimate follow-up reading for those who specialize a little too much in high-brow "wise cracking?" And finally, do we read them ourselves with enough time and meditation to shake down our ideas as to these most modern developments of literature that seem to intertwine themselves more and more with the economic and industrial affairs that we special librarians take as our own peculiar province?

There are two final books I would like to mention. One has no particular place in this discussion except that it was written or compiled by an American. I would like to recommend it for your own reading, for advertising men, vice-presidents, nieces and nephews, for Christmas presents—in fact for everybody and every occasion. It is "The Winged Horse" by Auslander and Hill. The other book is "Caste and Outcast" by Dhan Mukerji than which there is no more speculative, poetic book looking to the future of America. It is not a new book, but I heartily recommend it in the light of what we have been discussing this morning.



## Census of Distribution

By Dr. William M. Steuart, Director of the U. S. Census

LOOKING over the program was the first intimation I had that I was expected to speak to you about distribution.

Distribution is a much mooted subject right now and it has given rise to a great many questions. The habits and customs of people are constantly changing. These changes at times are very pronounced and well defined and it is comparatively easy for us to secure information concerning conditions in the communities affected after their occurrence. The majority of the changes, however, are very slow but persistent and we do not always realize that the changes have occurred and therefore fail to obtain accurate information concerning them. All of these changes affect, directly or indirectly, the industries, businesses and professions of the country.

I understand it is the purpose of the Special Libraries Association to assemble information of the character which they believe will be of special value to the interests they represent.

I don't believe there are any Federal bureaus or any private organizations that assemble a greater variety of information concerning our social, industrial and business life than the Bureau of the Census. The enumeration of the population is the only collection of statistical data that was specially mentioned in the Constitution, which provides that there shall be a census of the population every ten years. There has been a census of the population every tenth year since 1790. The scope of the census has been extended each decade and the activities now cover practically all phases of our social, industrial and business life.

Before discussing distribution, I must refer to some of the other branches of the work of the Bureau. The various statistical inquiries may be divided into three or four broad groups. The social group deals, of course, with the population, the number of births and deaths, marriages, divorces, immigrants and emigrants. There is one birth on the

average in this country every 12 seconds and one death on the average every 24 seconds. There is one immigrant every  $1\frac{3}{4}$  minutes and one emigrant every  $5\frac{3}{4}$  minutes; this figures out a net gain in our population of about one in every 20 seconds. This gain in our population has been continuing for many years and the people are now scattered throughout a larger country than the original founders of the government ever imagined; as they have scattered they have established different political subdivisions or governments. As these local governments are organized they have insisted upon being properly recognized in the publications of the Census Bureau.

We are now endeavoring to determine the boundaries of the 150,000 political subdivisions of the country. You would be surprised at the large number of counties for which there are no maps of the political subdivisions and for which it is necessary for the Census Bureau to prepare maps of some character to be used by the enumerators in reporting the population. There is a large force now employed in securing or preparing these maps that are essential to a proper enumeration.

Then each state is very jealous of its authority on certain subjects of which the recording of births and deaths is one. You would be surprised at the careless manner in which the state laws on this subject are enforced. There are very few states that have a law properly enforced and make a correct record of the births and deaths. There is a much smaller number of states that have a correct record of the number of marriages and a still smaller number that record the number of divorces. So it is very difficult for us to get the basic facts that must be considered in all statistical work of our population. Most of the principal countries of the world, so far as their population is concerned, know more definitely the facts concerning vital statistics—marriages, births and deaths—than we do in the United States. This is also true as regards

criminal statistics. I imagine that our difficulty is due primarily to the great number of different political subdivisions we have to deal with.

Now the industrial section of the census work naturally covers the agriculture and we have to obtain satisfactory information concerning 6,500,000 farms. It is surprising how anxious the farmers are to know all the facts about their industry and how indifferent they are when we come to ask the individual farmers for these facts. I have two samples in mind. There was one enumerator in Texas who tried to get a report from a big ranch owner. He could not get it, but he caught the rancher's wife when the husband was away, she didn't know the enumerator had been talking to her husband, and so she gave out the information—the number of acres, the number of the different kinds of chickens, animals, etc.; and when the farmer returned the wife told him that the census man had been around and that she had told him all about the farm. "You did?" said he. "Where is my horse?" He jumped on his horse, overtook the census man and got the facts away from him.

There was another case in Wisconsin a little different from the one in Texas. The enumerator came to the farm and found the wife there, as in the first instance, and got the schedule from her, and when the husband came home she told him about it, and he said "Go and get that schedule," and she took a knife and went out and got it. (Laughter)

Now the manufacturers and the merchants in the country don't deal with us just that way. They are a little bit more careful in their attitude concerning census work, but they are more effective in declining to give that information. The law says, as you probably know, that the Bureau of Census has the right to prosecute those who decline to make census reports, but as a statistician, I know that the figures are only valuable when they are given freely, and therefore we have to resort to methods to counteract these other methods that are resorted to by the manufacturers and merchants in declining to cooperate.

So I come to the business and industrial organizations you represent. For the past ten years we have been indus-

triously trying to persuade these organizations to get behind their membership and furnish the information required to compile the figures that they have greatest need of.

We have been fairly successful. I have had Englishmen come to me and say, how is it you get this information concerning our industries? After explaining our methods they say that the Englishmen cannot get it through their heads that it is of any value for them to know what their industry is doing. The Englishman recognizes the importance of securing and carefully grading the information concerning his own operations, but when it comes to knowing the operations of all engaged in the same industry he doesn't seem to attach much importance to it.

The industrial statistical work in the Census Bureau has been extended very largely in the past 5 or 6 years, and undoubtedly there is a growing appreciation of the value of the information that is now compiled, not only by the Government, but by private organizations. I don't think that there are many industries that would say they could get along just as well without a census as with a census.

The increasing demand for information and statistics has given rise to the extension of our work into the one field that we think is the only important business field that thus far has not been well covered by statistics. That field is distribution. It is to cover the activities of the merchants. Every manufacturer is a merchant. He buys his material and he sells his product, but there are a great many merchants who are not manufacturers, and one of the great problems with us is to establish a line of separation between the manufacturer and the merchant. This line has not yet been established to our satisfaction. During 1926 there was a census taken of distribution in 17 of our principal cities. To make a satisfactory enumeration it was necessary to have the cooperation of local organizations. The chambers of commerce in the selected cities were the principal organizations whose cooperation we enlisted. The seventeen cities were selected because the chambers of commerce in them agreed to aid the Census

Bureau in collecting the information and financing the undertaking. There were 110,000 reports secured from merchants and in order to get the data before the public quickly it was necessary to arrange for the chambers of commerce to print the statistical reports. I presume that most of you are familiar with the statements that have thus far been printed for these cities.

The Chamber of Commerce of the United States has recently issued a summary of the seventeen cities. I have looked it over and I cannot help but feel that it contains a great deal of information that is of value to the merchants in those cities.

But taking the census of distribution of seventeen cities is a very simple performance, as compared with a census of distribution of the entire United States. There are many questions involved in such a census and it will be necessary for us to secure the services of men who have specialized in many branches of commerce.

For instance. The city of Chicago has recently established a large furniture mart. That building is occupied by manufacturers who send samples of their wares to Chicago; and the merchants throughout the Central West and other sections of the country, instead of going to the factories, go to this building in Chicago and see samples of different furniture and make their selection there, and possibly they complete the purchasing transaction in Chicago, but I imagine that a great many of these purchases are made directly to the manufacturer. Some manufacturers send their representative to the gatherings twice a year for two or three weeks and then he returns to the factory.

Now, should those transactions be counted as mercantile transactions in Chicago, or as mercantile transactions in the city where the merchant resides or in the city where the manufacturer has his factory? Chicago contends they should all be given to Chicago, and it is almost impossible to persuade them that if they are all given to Chicago they cannot also be given to the cities in which the merchants reside and in the cities where their factories are located. In a census of the United States it will be

necessary to assign them to one city, and the census authorities must decide which city. If we were just making a Chicago census, we could put in everything pertaining to Chicago, but that would be the end of it, and they would grab off a large portion of the furniture business of the country.

In another city I think Atlanta, Ga., there was a large building devoted to the assembling of automobiles, which is a part of the manufacture of an automobile, but the parts are sold to surrounding country and also to merchants in Atlanta. The Atlanta authorities contended that they should be as a mercantile transaction for that city, but they also contended that the establishment should be included in the factory census as it was a factory organization. Such an arrangement would duplicate the statistics for the city.

There is a large company purchasing fruit, but most of its wares come from the West Indies and are sold through Baltimore. The financial transactions being carried on in Boston, Boston claims it should have credit for the entire transaction. Baltimore claims that as the products go through Baltimore, they should all be credited to Baltimore.

It is difficult for us to settle all those problems, and I am putting it up to you representatives of special libraries in the hope that you will persuade your different organizations to help the Bureau of Census to a satisfactory arrangement that will be of the greatest service to all concerned.

The House of Representatives yesterday passed the bill for the 1930 census, including distribution, and this provision will probably be in the law when finally passed by the Senate. It will be the first Census of Distribution and it will necessarily have to be carefully outlined before the work is started.

I feel that I have said enough about the Census of Distribution, but if there are any members here who want to ask questions about it, I shall be glad to answer.

Probably you are all familiar with "Survey of Current Business," published every month. It contains about 282 different commodities for which you are given the figures on production, con-

sumption, stock, unfilled orders, cancelled orders, types of machinery, imports, exports, and all factors that we think would be of service to any person studying the industry in which he is interested.

During the calendar year 1927, the Bureau published 1859 different reports—printed, multigraphed, mimeographed, and carbon statements. Each statement, in these reports, contained information that was not given in any other report

published up to that time. If your libraries did not receive those 1859 reports I think you are remiss. You should have a copy of every one of them and preserve them indefinitely. They will accumulate very fast.

Last year I think we sold 125 tons of cards that had been worked over in the Census Bureau and we have down in the Bureau now about 500 tons of cards we would like to distribute among those of you who want them.

## Convention Items

Again enthusiasm was the keynote.

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President Cady made a fine presiding officer.

\* \* \*

The meetings were snappy and businesslike.

\* \* \*

The reading by title of various reports was a fine innovation.

\* \* \*

Compressing the meetings into three days made the conference a breathless affair.

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Many librarians watched from the galleries the evening sessions of the United States Senate.

\* \* \*

The luncheon given by the *Evening Star* and the *Sunday Star* to the newspaper librarians was most delightful.

\* \* \*

The breakfast conferences inaugurated by the Newspaper Group proved a great success and at the last gathering forty persons were seated at the tables.

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The management of the Hotel Washington did everything possible to make our stay agreeable. Conference rooms were convenient and adequate.

\* \* \*

The George Washington Room on the main floor was used as headquarters and the central location made it a natural meeting place for all

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The librarians of Washington opened their doors to the library visitors. Many persons selected Thursday for trips around the city and non-conference activities.

\* \* \*

The airplane trips were a great success in spite of deferred plans. Forty-one hardy librarians viewed Washington from the air at the early hour of seven o'clock.

The District of Columbia Library Association honored the visiting librarians with a reception on Monday evening which was a most enjoyable affair. The reception was followed by dancing until a late hour.

\* \* \*

The distribution of pamphlet material at the various meetings, such as reports of the local associations, committee reports and special bibliographies on various subjects, was a welcome innovation at the conference. Reading by title, accompanied by the distribution of the particular document, saved a vast amount of time in connection with the program and there were many favorable comments on the procedure.

\* \* \*

The photograph on the White House lawn with President Coolidge as our distinguished host followed the meeting on Tuesday morning. Persons who desire to obtain this photograph should write to H. H. Rideout, 110 F Street, N. W., Washington, enclosing \$1.60, which includes cost of carriage.

\* \* \*

Representatives from Canada received special courtesies from the Canadian Embassy which has recently been established in Washington.

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Miss Margaret Withington made a delightful toastmistress for the dinner held on Tuesday evening. The dinner was a great success and each member of the committee deserves credit for his or her part in the undertaking.

\* \* \*

Dr. John A. Lapp, a former officer of S. L. A., was warmly greeted by the members at the opening session. Later Dr. Lapp enjoyed luncheon at the University Club with a group of his former associates. Some interesting stories regarding the early beginnings of the Association were told by members who shared in the founding.

# Special Libraries

EDITOR: HERBERT O. BRIGHAM

ASSOCIATE EDITORS: WILLIAM ALCOTT, M. E. PELLETT, DANIEL N. HANDY.

DEPARTMENT EDITORS: CHARLOTTE L. CARMODY, ETHEL CLELAND, ELIZABETH O. CULLEN, MARY C. PARKER,  
REBECCA B. RANKIN, MARGARET REYNOLDS, A. A. SLOBOD.

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## An Appreciation

IT IS NOT often that an opportunity is afforded the Special Libraries Association to enjoy the cordial hospitality of a local association as it did enjoy it this year at Washington. Our annual conventions for many years past have been held in cities or at resorts where the Special Libraries Association had no local association upon whom it could call for assistance.

The Committee on Local Arrangements which was responsible for our entertainment was appointed by the national but consisted of members of the local association who were supported loyally by the District of Columbia Library Association. Not only time and thought were given by the members but funds as well were contributed, which paid for much of the entertainment and the S. L. A. itself was under no financial obligation.

Every delegate fully enjoyed the Convention in Washington which was made exceedingly pleasant for us mainly on account of the efforts of the local association. They were so modest, however, that most of us were not aware of our indebtedness to them but merely took it for granted that, as in most conventions, the officers of S. L. A. were entirely responsible.

We regret that more acknowledgement of their many courtesies was not voiced at Washington. A mere formal resolution does not sufficiently express our real appreciation to the District of Columbia Library Association which, by the way, is not even officially affiliated with S. L. A., and hence all the more to be praised for their splendid spirit and the precedent which they have set for other local associations.

## Washington Conference

THE WASHINGTON conference of S. L. A. will go down in the history of the Association as a well-balanced, enthusiastic convention with sustained interest on the part of all the members and a fine spirit of coöperation. The Federal city offered many counter-attractions, such as airplane trips, strolls about the city and visits to the galleries of the Senate and House of Representatives. We owe a debt of gratitude to the District of Columbia Library Association for the many courtesies extended during our stay and for the cordial reception given us by the various librarians when visiting their institutions. The work of Miss Elizabeth O. Cullen in connection with the Washington number of SPECIAL LIBRARIES elicited many favorable comments and her "Knowledge Tours of Washington" printed in the magazine was a great help in locating the many libraries of the capital. In other columns we print a few high spots about the convention and some of the addresses delivered at the meetings. Later issues of SPECIAL LIBRARIES will continue printing abstracts from the proceedings and interesting news about the conference.

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The miscarriage of the stenographic proceedings of the conference has caused a serious delay in the publication of the July-August issue. The editor's file was erroneously sent to Boston and finally a copy was located in Seattle, where the secretary was on a vacation.

\* \* \*

Several of the members of the Association continued to enjoy library conferences by attending the West Baden convention of the A. L. A.

## Executive Board

THE Executive Board of the Special Libraries Association held its first meeting in Washington on May 23, 1928. Five members of the Board were present; in addition, the Presidents of the Boston and Pittsburgh Associations, the Editor and the Executive Secretary.

The following appointments were made: Publications Committee: Miss Rebecca Rankin, Chairman; Committee for Revision of Constitution: Mr. William Alcott, Chairman; Classification Committee: Miss Louise Keller, Chairman; Membership Committee: Miss Lenore Tafel, Chairman; Exhibit Committee: Miss Alma C. Mitchill, Chairman; Indexing Legislation: Mr. Herbert O. Brigham, Chairman, also Mr. H. H. B. Meyer; International Commerce Club: Mr. Cady, Chairman; News Committee: Mr. Alcott, Chairman; Program Committee for 1929 convention: Miss Cavanaugh, Chairman.

The President was authorized to appoint chairmen of any additional committees that were deemed necessary. The Executive Board approved the ad interim expenditures prior to the convention and the purchase of a small adding machine. It was also voted to set aside 10% of the receipts from advertising to be used as a fund to cover expenses incurred in acquiring additional advertising.

The Board, in the name of the Association, accepted the charter issued by the Secretary of State of Rhode Island and the Executive Secretary was authorized to file with the Secretary of State such papers as might be required by law.

It was suggested that the publication of the Boston Directory be submitted to the Committee on Publications, and that the necessary funds for its publication be provided from the Boston Local Chapter Budget.

\* \* \*

Three new names appear in the list of department editors: Mr. M. E. Pellett, Librarian of the Port of New York Authority, who becomes an Associate Editor; Miss Charlotte L. Carmody, Assistant Librarian of the Department of Commerce, Washington, who will conduct a section of SPECIAL LIBRARIES devoted to Public Documents and Miss Elizabeth O. Cullen, who will assume a new Department on Transportation.

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The convention record showed over two hundred names upon the convention register.

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The Executive Board at its first meeting voted to change the title of the Executive Officer to Executive Secretary, but to retain the name "General Office."

\* \* \*

An Executive Board meeting has been called for August 21, 1928 at the National Automobile Chamber of Commerce, New York City. A report of this meeting will be given in the next issue of SPECIAL LIBRARIES.

## New Executive Board

President—Francis E. Cady, Research Laboratory, Nela Park, Cleveland, Ohio.

1st Vice-President—Ethel Cleland, Business Branch, Indianapolis Public Library, Indianapolis, Ind.

2nd Vice-President—Angus Fletcher, British Library of Information, New York, N. Y.

Secretary—Rose L. Vormelker, Cleveland, Ohio.

Treasurer—Elizabeth Baxter, Haskins & Sells, New York, N. Y.

Board Members—Joseph Kwapil, Public Ledger, Philadelphia, Pa.; Elizabeth O. Cullen, Bureau of Railway Economics, Washington, D. C.

## Reports of Committees

### CLASSIFICATION

MISS LOUISE KELLER, *Chairman*

The past year has been a busy one for the Committee on Classifications.

Active work was resumed on the Bibliography of classifications by Miss Anna S. Bonsall and Miss Helen M. Rankin, who have about completed the search for entries as originally planned. When this is combined with the cards for classification from the Library of Congress, and the entries under Classification in Cannons' Bibliography of Library Science, the result will be a bibliography of considerable size. Then begins the making of subject and added entries, so it will be at least another year before we can announce the work as finished to date.

We no longer believe it feasible to recommend the publication of this bibliography in its entirety, but it will be a valuable tool to us, and will enable us from time to time to prepare selected bibliographies on special subjects.

The collection of classifications now totals sixty, a fair proportion having been added in the past year. A few have come to us unsolicited, but generally it is necessary for us to specifically request the gift. This takes time, and what is more, constant watchfulness. It will be kindness much appreciated, if during the coming year more of our membership would remember our needs, and supply us with classifications standing unused upon shelves, as well as with the classifications of its own making. In this latter gift, we beseech you to forget your modesty and diffidence, for it is a matter of importance to the Association, and to the library world, that we have accessible for reference, advanced work in the classification of new or intensively divided subjects.

We would be pleased if the local groups would take into consideration this gathering of classifications, and communicate with this Committee. We now have a representative in Boston, Miss Lorraine A. Sullivan. Miss Sullivan, since joining the Committee in December, 1927, has done good work in collecting classifications for us. In time she should be equally valuable to Bostonians as the medium of communicating our possibilities of usefulness to them.

It is the fate, we might say the privilege, of pioneers to meet with some insurmountable difficulties. Like other pioneers, we, the Committee, claim this right. There are deeds which

we ought not try to do. Work, such as is being done by the Committee on Industrial Relations Classification and Subject Terminology, requires of its membership an intimate acquaintance with the subjects dealt with. The Survey of Classifications undertaken by the Financial Group is another illustration of work that should be done by the people who know the subject. In the latter case our Committee was able to furnish the seed. In response to a request for classifications used by financial libraries, we studied the old Questionnaires of the Methods Committee. The results were manifestly out of date and, by Miss Nichols' advice, a copy of the digest was sent to Miss Ferguson, Chairman of the Financial Group. That was last fall. The promptness with which Miss Ferguson acted is shown by the fact Miss Nichols is to give a report to her Group, at this convention.

Early in 1928, Miss Mary Louise Alexander sent on to us a request from the Institute of Administrative Techniks, Moscow, asking for information of our work in the classification of business organization and management. In consideration of this, and the classification making at the Baker Library, Harvard, the Chairman undertook to study the classifications in our possession, to see what they offer in the way of helpful suggestions. The work has progressed slowly, owing to the constant interruptions for correspondence and other matters needing immediate attention. The results have been interesting, and occasionally surprising. We should like to suggest to the Commercial-Technical Group that it emulates the Financial Group by appointing some of its members to take over our notes and consider the possibilities of developing and extending their usefulness as source data.

Counting the year in which we compiled the section on the Organization of Library Material for the Report of the Committee on Methods, 1923, this Committee has been working for five years. In that time we have been studying the possibilities of our usefulness to the Association, and striving to accumulate requisite data and tools. We believe firmly, that the subject of classifications is of vital importance to the Association. For special librarians to neglect it would be somewhat as though life insurance ignored actuarial science, or engineers their precise units of measurement.

We do not mean to suggest that every member of our Association should engage in

original classification, but that the subject receive due consideration from the Association generally, and in particular from the officers of the various groups. Many of our membership are in a position peculiarly advantageous to acting as liaison officers between technicians and research workers on the one hand, and on the other of librarians accustomed to the marshalling and arranging of subjects. We should not neglect this service. It is work so far reaching and so broad in its extent that one committee or one group can not hope to cope with it. Much of this work should be done by those of us who will directly benefit by the results. Only in this way can the time and labor be justified to our employers.

The Committee on Classifications does not presume to point out in detail the work that should be done; neither does it ask for its own dismissal. A central committee, which would act as a focal point and a clearing house, seems a necessity if the work is to function without wasteful duplication. It is possible that both a steering committee and a centralized bibliographical committee will be needed. With good will and cooperation these details will be settled by future events. One thing is certain; we ought not to overlook an opportunity for service so becoming to us, whether we approach it as technical workers, or as librarians.

#### CONTINUATION READING

MISS LINDA H. MORLEY, *Chairman*

The Continuation Reading Committee, under Mr. Mooney's direction as Chairman, sent questionnaires to librarians of business corporations throughout the country in order to discover to what extent continuation reading was encouraged by business librarians and what methods were in use to promote it. During 1928 these have been tabulated and the significant replies and comments abstracted. The complete abstract is presented with this report.

Some significant facts are brought to light by the questionnaire replies; the outstanding one being that of the 63 librarians responding only 14 said that they encouraged planned reading. In fact, several librarians registered a strong protest against the assumption that the promotion of continuation reading was a function of the special library. They maintain, and several members of the Committee agree with them, that the function of the business library is primarily to supply information to executives and others for the promotion of the business; that where general educational work is carried, it is usually a subordinate activity

and the methods used are practically the same as those used by public, college, and school libraries.

The one point in the questionnaire about which replies show a practical unanimity of opinion and action is in "notifying individuals of books or magazine articles of special interest to them,"—59 of 63 replies, or 92%, said "yes" to this.

This spring the Committee secured a list of trade associations which have educational committees. Letters were sent to these asking what method they suggested to employers for making printed information available to employees and whether they advocated the establishment of business libraries as part of their educational program. The assistance of the Special Libraries Association was offered to their members in planning a library program, in securing a librarian, or in the selection of books for the company. Sixteen replies were received, nine of which said they did no work of this character, but interested replies were received from five associations. One association stated that a sub-committee had just been appointed to report on the value and use of company libraries; another asked us to suggest someone for a position in their association; several gave names of members maintaining libraries and suggested our getting in touch with them. (This remains to be done.) As most of these associations issue a journal, it would probably be possible to get them to run an article about business libraries.

Although this correspondence did not give us much information, it created some new contacts and publicity for the work of the Special Libraries Association.

#### QUESTIONNAIRE

Report of the questionnaire on continuation reading sent out by the Special Library Association in order to formulate a systematic outline of the work in continuing reading which is being carried on by the business libraries represented in this association:

Replies were received from 63 business libraries. The trend of the answers showed that few libraries definitely plan continuation reading for their concerns although many cooperate in the work carried on by other departments such as the Educational, Personnel, Service or Welfare Departments. One librarian classed continuation reading as welfare work which, she said, was not the business librarian's job. "The purpose of the special library is not so much planned reading as



reference work and the distribution of the latest literature on technical subjects."

The following are the outstanding answers received to each question:

1. DO YOU ENCOURAGE PLANNED READING?

Yes . . . . . 14  
No . . . . . 19  
Informally . . . . . 3  
By preparing bibliographies and  
reading lists . . . . . 8

(a) BY PERSONAL INTERVIEWS?

Yes . . . . . 13  
No . . . . . 1  
Consult with those who come to the  
library with a definite subject.  
To patrons who come into the library.  
Give frequent assistance to individual  
readers.

When employees show an interest.

(b) BY PUBLICITY IN LIBRARY PUBLICATIONS?

Yes . . . . . 7  
No . . . . . 5  
In house organ . . . . . 4

(c) BY PREPARING AND DISTRIBUTING SE-  
LECTED LISTS OF BOOKS?

Yes . . . . . 14  
No . . . . . 2  
Bibliographies and special lists on re-  
quest.  
Lists of readings in circulars for stu-  
dents.  
Distribute public library lists.

(d) BY ANY OTHER METHODS?

Display and sell.  
A. L. A. Read with A Purpose series 3  
Educational Director pays systematic  
visits to the outside offices to encour-  
age reading.  
By correspondence and contact of  
Company's field supervisors.  
Bulletin boards in the factory lunch  
rooms.  
Systematic reading courses for special  
departments.  
A reading class conducted for ¾ hour  
weekly, books are assigned to each  
individual and a report is made.

(e) RESULTS

Good . . . . . 7  
Show increasing interest.  
Generally interested.  
Circulation increased.  
Respect grows.  
Fair.  
Splendid coöperation.  
You can reach only those who wish to  
be reached regardless of method.

2. DO YOU CONDUCT OR CO-OPERATE IN  
CONDUCTING CLASSES OF ANY KIND?

36, or about 57% of the libraries  
definitely reported no. Although no  
library reported that it conducted  
classes as a library activity, several  
replied they assisted by supplying ma-  
terial for classes (10), preparing lists  
for supplementary reading (2), and  
generally coöperating with the Edu-  
cational Department (6). One library  
prepares book reviews on subjects  
which are of special interest to the  
students, and another, a store library,  
gives each new employee books on the  
merchandise he is to sell.

3. DO YOU PUBLISH LIBRARY BULLETINS?

Yes . . . . . 39  
No . . . . . 11

(a) HOW OFTEN?

Monthly . . . . . 14  
Weekly . . . . . 8  
Occasionally . . . . . 6  
Semi-Monthly . . . . . 6

(b) CHARACTER

Book Reviews and Accessions, etc 14  
Accessions only . . . . . 11  
News Digest . . . . . 3

4. DO YOU ABSTRACT MAGAZINE ARTICLES?

Yes . . . . . 38  
No . . . . . 19  
Occasionally . . . . . 6

5. DO YOU NOTIFY INDIVIDUALS OF BOOKS  
OR MAGAZINES OF SPECIAL INTEREST TO  
THEM?

Yes . . . . . 57  
No . . . . . 2  
Occasionally . . . . . 2  
One library offers this special service.  
An individual notifies the library of  
certain subjects in which he is in-  
terested.  
The library then watches for material  
and calls it to his attention.

6. DO YOU GIVE YOUR LIBRARY SERVICE  
PUBLICITY THROUGH A BULLETIN  
BOARD?

Yes . . . . . 27  
No . . . . . 32

7. WHAT OTHER METHODS DO YOU TAKE  
FOR THE PROMOTION OF PLAN READ-  
ING?

Employees weekly paper.  
Circular letters.  
Personal letters to definite people.  
Correspondence.

## EXHIBITS

MISS ALMA C. MITCHILL, *Chairman*

Three library exhibits were displayed during the year, the first at the Annual Congress of the National Safety Council in Chicago, September 26-30, the second at the American Electric Railway Association Convention in Cleveland, October 1-7, and the third at the American Gas Association Convention in Chicago, October 10-14.

The library exhibit at the Annual Congress of the National Safety Council, was in charge of Miss Mary B. Day, Librarian of the National Safety Council, assisted by Mrs. Mary M. Wells and Miss Ruth W. Coleman. Developments in accident prevention, industrial health and allied subjects were displayed and a large quantity of pamphlets and other safety literature distributed. Numerous questions were either answered at the booth or held for further research. The National Safety Library was also represented at thirty-four other conferences held from June, 1927-May 1, 1928. Among these conferences were the Southern States Safety Conference; Hospital Clinic Congress of North America; Exposition of Chemical Industries; Associated General Contractors of America; Springfield, Ohio, Chamber of Commerce; Chicago Boy Scouts; Georgia Cotton Manufacturing Association; Pennsylvania State Teachers' Association; Newark Safety Conference Safety School; Southern States Safety Conference; International Labor Conference, Geneva, Switzerland; and National Congress of Parent-Teachers.

The library exhibit at the American Electric Railway Association was represented by Miss Alma C. Mitchill, Librarian of the Public Service Corporation of New Jersey, and Mrs. Carolyn S. Faltermayer, Librarian of the Philadelphia Rapid Transit Company. The furniture for the exhibit was loaned by the Library Bureau, and most of the books, services, magazines and pamphlets displayed were borrowed from the Cleveland Public Library and special libraries in Cleveland. About ten days before the convention a letter was sent to all street railway companies in the U. S. and in Canada, calling attention to the library exhibit and inviting the delegates of each company to visit the model street railway library booth while in Cleveland. A copy of the leaflet "Value of a Company Library" was enclosed in each letter. This leaflet and a copy of a "List of books for a Railway Library" were distributed at the library booth, both of which proved very much in demand both during the con-

vention and later. An executive of one of the Toronto Railway Companies requested that 80 of the book lists be sent him for use among his men. Fifty were distributed to the members of the "Foreman Training Class," conducted during the convention, and due to notices in the technical papers requests have been coming in ever since. Besides the distribution of these pamphlets many questions were asked and answered.

Since it was impossible to secure booth space at the American Gas Association Convention, Mr. Norman, Librarian of the Peoples' Gas Light & Coke Company, used his library as a gas library exhibit. As Mr. Norman's library is a typical gas company library an opportunity was given to the visitors to witness the actual workings of such a department and to see for themselves its value to an organization. Among the literature distributed by members of the Library Staff were copies of the "Bibliography of rates for public utilities," compiled by Mr. Norman, and bulletins entitled "Organization chart and functions of the Library" and "A Window display of what may be found in your library."

As for future library exhibits, plans are under way for the next library exhibit of the National Safety Council which is to be held at the Hotel Pennsylvania in New York City, October 1-5, and also for another financial library exhibit at the convention of the American Bankers' Association in Philadelphia this coming October.

## MEMBERSHIP

LEWIS A. ARMISTEAD, *Chairman*

On January 13, 1928, your Membership Committee met in New York City in the office of Miss E. S. Cavanaugh, Librarian of the Standard Statistics Company. Eight members were present.

At this meeting it was voted to delegate to the Membership Committees of locals the procuring of new members, and in localities where there are no chapters the chairman of your Membership Committee is to canvass for more members. It was also voted to request the chairman of the Membership Committee of the Newspaper Group to solicit members in his group anywhere he desired.

The circular compiled by the officers and executive committee of the Association was distributed among two thousand prospects throughout the United States and Canada.

In approaching business men, they were told that: the Association maintains a paid executive officer and a headquarters office,

the Association published the only magazine devoted to the industry; the Association, through its committees, will constantly issue reference lists bearing on business literature; the Association is being run as a business organization and intends to stick to its purpose of promoting the interests of those engaged in collecting and applying information of all kinds.

The Committee hopes it has your assurance that these policies will be continued.

This business attitude was approved by executive men, for this association.

102 institutional members compared with 27 last year.

614 active and subscriber members compared with 480 last year.

193 paid associate members compared with 15 last year.

We now have a total membership of 716 institutional, active and subscriber members compared with 507 last year, or a gain of 209 members.

#### METHODS

MISS REBECCA B. RANKIN, *Chairman*

When I assumed the chairmanship of the Methods Committee in January, 1927, it was with the understanding that the Committee was not to be active. In previous years the Methods Committee, under the chairman of Miss Ruth Nichols of Chicago, had gathered together a mass of material from which her Committee prepared some valuable exhibits and in certain subjects made real studies of methods in use in our special libraries.

At the Convention in Toronto last June, I heralded among the members what this methods material was and how it might be borrowed and used. I was bombarded with requests for the material and exhibits and every portion of it has been in use constantly since last June. I was amazed at the interest shown. There are still many requests waiting to be filled because there is not enough material for the demand. I have tried to keep it circulating as fast as possible.

Most of the requests have come from individual members—in a few cases from local association committees, and California asked for it as exhibit material for their state association meeting this Spring. Although your chairman has not been active in gathering material, she certainly has been busy circulating it.

After this experience of a year and a half, I am convinced that the Methods Committee should not be a dead one, and I heartily recommend that its work be assumed by some member

of the Association who is really interested in the subject, and is prepared to do an active piece of work. There is still a decided need for a Methods Committee. New material (our present stock dates from 1921 and 1922) needs to be gathered, additional methods might be studied, and a plan for circulation and exhibits should be formulated. Such a committee should centralize the efforts of the methods committees in each local association.

#### NEWS COMMITTEE

WILLIAM ALCOTT, *Chairman*

The main objective of the News Committee has been to get the facts and features of the annual conference before the eyes and into the minds of special librarians.

Last year this was attempted through lists of trade papers, prepared with the aid of Group Chairmen and representatives of local associations, and then to each such paper on the list because it was believed it would be interested in special libraries, a news bulletin was issued four times, from two to four weeks apart.

This year a different course was pursued. The date of the annual conference was made known earlier, and it was given to the Associated Press, and sent to the standard library publications, and to all library staff publications whose names could be secured. During the course of the work The Library Journal published a very complete list of library publications, and this was used very largely. In addition a few of the daily newspapers and trade papers were used.

But more reliance was placed this year upon work through the local associations and groups. Literature was sent to them, either directly, or through the secretary of their local association.

The work of the News Committee, however, is one which perhaps with a paid executive officer and adequate equipment for doing the work, might be done from headquarters. In this work there should be, and I am confident there would be, the hearty coöperation of members of the Newspaper Group throughout the country.

Then there is one other piece of work which is a sort of News Committee work that is open to large possibilities, and that is the organization of News Committees in every local association and in every group, which, working with the executive officer, (provided the work is centered there) would reach out to establish contacts with every special librarian in the country.

The Special Libraries Association of Boston has had such a committee for several years. Some of its results are to be seen in some scrap-books which have been prepared, showing the ordinary news announcements which have been given by the Boston newspapers to Special Libraries Association, and these will be on exhibition in the room of the Newspaper Group.

A reflex of this publicity is seen, I think, in the constantly increasing membership of the Boston association, not due altogether to this publicity, but as a valuable aid to it.

#### PUBLICATIONS

MISS REBECCA B. RANKIN, *Chairman*

##### Accomplishments:

1. During the summer of 1927 the Committee received copy for the "Directory of Special Libraries of California" which had been compiled by the local associations on the Pacific Coast. It was edited and arranged for printing in August. 500 copies were printed—250 of which were gifts to local associations for their members. It is a pamphlet of eight pages, containing lists of 159 special libraries giving name, address, name of librarian, date of establishment and size of collection of each library.

2. In November, 1927, the Committee prepared for publication the "Bibliography on Illumination 1926-27," which had been compiled by the Technology Group. 3,300 copies of this bibliography, known as Information Bulletin, no. 5, were printed and distributed. 2,400 copies were supplied to the Illuminating Engineering Society which underwrote the cost of the publication to the extent of \$250.

3. "A Bibliography of Electrical Literature" has been prepared by a portion of the Commercial and Technology Group which is to be ready before the Convention in May. Copies of this Information Bulletin, no. 6, are to be supplied to the Massachusetts Institute of Technology, which has underwritten its publication to the extent of \$300. The Committee is editing and arranging this for printing.

4. "The Rubber Bibliography," issued last year in mimeographed sections by the Rubber Committee of the Commercial and Technology Group, is to be published this year in printed form by this Committee. When printed as a pamphlet it will appear as "Information Bulletin, no. 7."

5. The printing of the Program for this Convention is being handled by this Committee for the Program Committee.

#### ADVISORY COMMITTEE ON PUBLICATIONS

At the Executive Board meeting in February, 1928, the president appointed Miss Alexander, Miss Cavanaugh, Miss Wray and Miss Cox, all of New York, to consult with the chairman of the Committee on Publications concerning policies for future publications. The matter was discussed thoroughly and the following conclusions were reached:

That nothing which the Association can do is SO IMPORTANT as its publications. Its reputation depends to the greatest extent on its publications as the Association is judged by its printed material. Publicity for the Association is dependent upon its publications. The usefulness of the Association to its individual and its institutional members depends upon the value of its source—lists and bibliographies. The increasing of its membership depends largely upon what the Association has to give which can most readily be done by means of publications. Therefore it behooves the Association to lay out a plan for its publications which will produce lists of books, bibliographies and other printed material of excellent content and in the best bibliographical form.

In order to reach a high standard in the content and the form of its publications, it is proposed that a Committee on Publications of say five capable persons who are experienced in editing and publishing be appointed. This committee shall encourage the groups, committees, local associations and individuals to compile lists of books, bibliographies, prepare texts, handbooks or directories for publication, or shall initiate ideas upon which groups may be asked to work. The field should be surveyed by the Committee and suggestions made for publications which are really needed. There should exist close coöperation between the officers and this Committee and between chairmen of all groups and locals so that the Committee may know what is being undertaken, can give advice on what is in demand, and so that waste effort on the part of any group in compiling what is not needed may be eliminated.

The Committee shall be given power by the Executive Board to inform all groups, locals and individuals of its purposes so that all shall function to one end, and it shall also formulate rules to be followed in the compilation of material so that all copy may be prepared in a consistent and uniform manner.

This Committee shall be responsible for all publications with the exception of the monthly

magazine. For each proposed publication the Committee shall submit the plan to the Executive Board for which its approval is necessary before printing. On the other hand, the Executive Board shall not decide to publish anything without asking the advice and approval of its Committee on Publications.

If the Committee needs advice on the content of any contemplated publication, it may ask assistance from any members of the Association who are well versed in the given subject. The editing of manuscripts, securing of bids from printers, preparation for the printers, proof-reading, form in which it shall be printed and such related matters shall be the responsibility of this Committee.

This Committee shall suggest methods for financing the publications, and suggest prices at which they should be sold, to the Executive Board who shall make final decisions and assume financial responsibility for all publications.

Advertising of all publications of the Association should rest with the Editor or with the chairmen of a Publicity Committee. Both the chairman of Publicity and the Editor should be ex-officio members of the Committee on Publications.

The Advisory Committee has considered the proposals for future publications as presented to it by the Committee on Publications and their opinion concerning each item is as follows:

- (1) It does not seem necessary to print a supplement to the SPECIAL LIBRARIES DIRECTORY, 1925, as the local association directories fill this need.
- (2) A Supplement to HANDBOOK OF COMMERCIAL INFORMATION SERVICES is not important now as that field is covered by Department of Commerce publications.
- (3) A "Bibliography on Industrial Subjects," which was prepared by the Industrial Group for the Saratoga meeting is very good and will make a basis for an up-to-date bibliography for which the Committee believes there is a real demand, and proposes its publication.
- (4) A "Bibliography on Stocks and Bonds," compiled by the Financial Group in 1924, may be brought up-to-date and if so it is considered worthy of publication.
- (5) "Select List of U. S. Government Bureau Advance Press releases, mimeographed statistical statements and bulletins, with notes indicating whether they are superseded by permanent documents or are original sources," was compiled in preliminary form for the convention in Toronto by the Financial Group and is being worked on now. It is a very valuable list and certainly should be published by the Association.
- (6) It is proposed that the Index to SPECIAL LIBRARIES be made month by month in the Editor's office—and that the annual index be printed with the title-page and be sent to all subscribers of the magazine who wish it.

## TRAINING

MISS REBECCA B. RANKIN, *Chairman*

The volunteer Committee on Training which began its work at the convention in Atlantic City in October, 1926, has continued its study and discussion during the current year.

The Committee has carried on a correspondence with the Board of Education for Librarianship of A. L. A. discussing various aspects of the problem, and the chairman has had a consultation with one member of that Board, all of which has resulted in a communication to the Board of Education. It is assumed that action may soon be taken by the Board on the special library courses suggested by this Committee. At any rate, this Committee has gained a number of suggestions for improvements from this interchange of ideas with the Board of Education.

The chairman of this Committee talked on the subject of training by invitation at the Library Institute in Philadelphia, held by Drexel Institute in Philadelphia, in February. The special librarians of Philadelphia were much interested and made some helpful suggestions to this Committee.

One Committee meeting was held in April, where most of the New York members attended, and one from Boston and one from Washington; the other out-of-town members added their opinions by letter. A lively discussion ensued and some points of uncertainty were clarified.

This Committee stands firmly by its Report of June 20, 1927. We wish to make some additions to that and a few changes in details. In the Suggested Courses we wish to add:

Field Work .....	1 hour
and instead of Business Economics and Organization .....	3 hours
we shall substitute "Electives" .....	3 hours

in whatever subject the person desires to specialize; for instance, if the person expects to go into a business library, he might take three hours in Business Economics Courses, but if he were specializing in chemistry, he

would take chemistry courses, or if insurance, then insurance courses.

In Special Library Administration . . 1 hour we wish to note that we should prefer to have included 2 or 3 lectures on the structure of business organizations.

The following tabulation of S. L. A.'s suggested courses and the A. L. A. Board of Education for Librarianships' courses as published in its Second Annual Report may be interesting for comparison:

Subjects	A. L. A.		S. L. A.	
	Credits		Credits	
	hours		hours	
Reference and Bibliography . . .	6			
*Sources of Information . . . . .			6	
*Bibliographies . . . . .			2	
*Research . . . . .			2	
Book Selection and Allied Topics 4-7				
*Acquisition and Withdrawal . .			1	
Cataloging, Classification, Subject headings . . . . .	6			
*Classification and Cataloging including Subject Terminology			6	
*Filing Methods and Equipment			1	
History and Administration of libraries . . . . .	2-3			
*Special Library Administration			1	
Field Work . . . . .	1			
*Field Work . . . . .			1	
Library Work as a Profession . .	2			
*Point of View Course . . . . .			1	
	22-26		21	
Electives . . . . .	22-23			
(from which may be chosen) . .	4-8			
*Electives (in any subject in which he specializes) . . . . .			3	
*Applied Psychology . . . . .			1	
*Editorial Work and Indexing . .			2	
*Publicity and Advertising . . .			1	
Statistical Method . . . . .			1	
*Public Speaking . . . . .			1	
Total . . . . .	30		9	
			30	

Those indicated by a (\*) are S. L. A.'s suggested courses

The Committee considers the last five suggested courses really as electives. We note them as important to a special librarian; and if such subjects have not been pursued in the college course they should be taken in this year. But if they have been studied, then other courses of use in their specialty or advanced courses in any of the basic subjects should be pursued.

It should be stressed that in the presentation of these subjects in classes, it is felt by the Committee that the special library viewpoint should be given and it can, of course, be best given by persons experienced in special libraries.

The alternate suggestion for a short 2 hour course is not endorsed again. We advocate the full one-year course.

The Committee is convinced that S. L. A. needs to educate all its members about this proposed course. If they understand what is being proposed by this Committee and if they approve of it and if they wish such a course to be established in some library school, they should, upon making application for work in any library school ask that School if they can provide a Special Library Course as advocated by S. L. A.

We feel it is a matter of education for our own members—and after the entire membership is interested in seeing such a course provided, we may then be able to convince the Library Schools that there is a need for such a course. No new departure in training, such as this Committee is proposing, can be secured unless our entire membership works for its accomplishment.

The Committee on Training has been informed that the Columbia University School for Library Service has taken over the American School of Correspondence library courses, and it is its intention to establish what are known as "Home Study Courses" This Committee was requested by Dr. Williamson to consider the possibility of using Home Study Courses very largely in the training for special library work. After due consideration it was the unanimous opinion that Home Study Courses do not appeal to us as being particularly adapted to special library courses. The Committee recommended that Home Study Courses should not be used largely in the training for special library work. The Committee concluded that there is one kind of person who might profit from such a correspondence course; if persons who have had general library training or extended general library experience wish to supplement their knowledge with a course in special library work, it might be given by means of a Home Study Course.

Miss Margaret Reynolds who has been teaching the American School of Correspondence courses in special libraries for the past three years and a member of this Committee, expressed herself as favoring such courses only for those who are actively engaged in special libraries.

This Committee wishes to suggest a plan for local associations to adopt, which may be considered as a kind of informal training in special library methods. Each and every local association may use what is known as the "Conference Method" for training. This means arrangement for discussion groups on a definite subject headed by a capable leader. It is not like a class—there is to be no teacher and no set curriculum to follow. But the same group would meet regularly—as often as

desired—and one person would be assigned as the "leader" to direct the discussion. Special librarians of like interests would form the group—and the subject chosen as desired—for instance, "How to use periodicals for reference," "Sources of information in electricity," "Cataloging short-cuts," and dozens of others. The Committee on Training will assist any local association who is interested in attempting the "Conference Method" in training.

## Associations

The delay in preparing SPECIAL LIBRARIES for press gives a belated appearance to the late spring meetings of the local association. Mr. Rex of the Illinois Chapter, in his annual report to be printed in the September issue, summarizes the April and May meetings of that Chapter. The Pittsburgh Chapter held on June 9 a luncheon and bridge as a final meeting for the season.

We regret an error in the Convention number of SPECIAL LIBRARIES. In the account of the February meeting of the Special Libraries Council of Philadelphia and vicinity the date was given as April 23rd, while the correct date was February 23.

### Boston

The annual meeting of the Special Libraries Association of Boston, was held June 4, at the Town Room of the Massachusetts Civic League, and there were talks on the West Baden meeting of the A. L. A. by Miss Edith Guerrier of the Boston Public Library, and on the work of the Civic League by its executive secretary, Mrs. W. O. Pinkham.

Howard L. Stebbins of the Social Law Library was re-elected president of the Association; Miss Abbie G. Glover of the Insurance Library Association, vice-president; Miss Gladys L. Saville of the Christian Science Monitor, secretary; Miss Dorothy St. J. Manks of the Massachusetts Horticultural Society, assistant secretary; James F. Ballard of the Boston Medical Library, treasurer. Willard E. Keyes of the Boston Herald Library was made a member of the executive board.

### Cincinnati

Monday, May 14th, 1928, Special Libraries Association of Cincinnati, held a meeting at the University of Cincinnati. At the dinner Miss Elizabeth Gates, Librarian of the Chemistry

Library, was presented with a handkerchief bouquet. Miss Gates is to be married in July. At the business meeting after dinner new officers were elected. Miss Anne Mackay, Librarian of the Lloyd Library, will be President, and Mrs. Mary Condit, Librarian of the Engineering and Commerce Library, will be Secretary. The nineteen members present then visited the Library of the College of Engineering and Commerce, The Chemistry Library, and the Library of Applied Arts.

### Cleveland

The Cleveland Chapter of the Special Libraries Association was represented at the recent conference in Washington by Mr. Francis E. Cady—Nela Research Laboratory—national president; Miss Rose Vormelker—White Motor Company—national secretary-treasurer; Miss Emma M. Boyer—Union Trust Company—president of the Cleveland Chapter; Miss Minnie White Taylor—Cleveland Museum of Natural History—secretary-treasurer; and Miss Alta B. Claflin—Federal Reserve Bank—Chairman of membership.

The annual meeting of the Chapter was held on the evening of May 31, at the home of Miss Alta B. Claflin. Dinner was served at 6.30 with 15 members and guests present. Informal reports of the Special Libraries Association Convention at Washington were given by Misses Vormelker, Claflin, Bayer, and Taylor, after which the report of the nominating committee was read and accepted. Miss Minnie W. Taylor, Cleveland Museum of Natural History, was elected president and Miss Leona Kohn, Federal Reserve Bank, secretary-treasurer.

The remainder of the evening was spent in playing bridge and in saying "farewell" to Miss Vormelker, who was to leave shortly for Seattle, Washington.

### Philadelphia

The regular meeting of the Special Libraries Council of Philadelphia and Vicinity was held on Friday, April 13, 1928, in the lecture hall of the Wagner Free Institute of Science, with Mr. Carl Boyer, Curator, as host. After the meeting the members were privileged to visit the library and museum.

Mr. Boyer gave a most interesting account of the history and work of the Institute from the date of its founding by William Wagner and his wife Louisa Binney Wagner. The purpose of the Institute is to provide free instruction in the sciences to those who because of lack of opportunity are unable to secure an education in the usual school channels. In this respect it closely resembles the work of Cooper Union in New York.

Professor Wagner's efforts to promote an interest in scientific topics began in 1847 when he conducted a course of lectures at his home and later at the old Spring Garden Hall until 1859 when he began the erection of the present Institute. The general scope and activity of the Institute's work has greatly increased since the death of the founder, when the Institute passed into the hands of a Board of Trustees. The lecture courses are arranged to cover a given topic in four successive years, for which certificates are issued. The museum covers the whole field of natural science.

### Pittsburgh

The annual meeting was held Thursday evening, May 3, 1928, in the Allegheny County Law Library. There were 11 members present.

The secretary-treasurer read a report for the year, and the chairman of the Membership Committee gave a report. The president made some announcements concerning the Washington Conference.

The following officers were nominated from the floor and unanimously elected:

President, Miss Jessie Callan; Vice-President, Miss Mary Elizabeth Key; Secretary-Treasurer, Miss Esther Fawcett; Executive Committee, Miss Helen Thompson, Mr. J. Oscar Emrich.

### Southern California

The Southern California Chapter of the Special Libraries Association reports activity along several lines. Together with the Northern California Chapter we had a very creditable exhibit of pictures, charts, cards, equipment and other items of interest to Special Librarians,

at the annual meeting of the California Library Association, held at Riverside, April 3-5. Miss K. Dorothy Ferguson of the Bank of Italy, San Francisco, made a splendid and practical address on Special Libraries as contacts for Public Library Service, on the morning of April 4. On that day thirty members of the two California chapters had luncheon together at a special table, with Miss Ferguson as guest of honor.

The regular April meeting was held at the beautiful home of Mr. George E. Chase. It began with a picnic dinner on the porch overlooking charming Silver Lake with the Hollywood hills beyond. A short business session was devoted chiefly to the discussion of the proposed revision or supplement to the Union List of Periodicals in Libraries in Southern California. The Union List committee reported so many changes in the holdings of the 24 libraries already listed, and the addition of nine new libraries, and recommended that a new edition rather than a supplement be issued. This recommendation was adopted. In the new edition there will be 33 libraries listed, among the new ones being the Huntington Library. After the business meeting stunts and jinks of various kinds promoted better acquaintance between the members.

The May meeting was held at the Municipal Reference Library in the beautiful new City Hall of Los Angeles. About sixty were present, members and friends. Dr. Rockwell D. Hunt, Dean of the Graduate School, University of Southern California, made an address on Municipal Research, telling of problems that confront cities and how they may be solved, an address of special interest to Special Librarians.

Mr. Schulte, Chief Engineer to the Architects, and who has been in touch with the building since its inception, gave a most interesting talk on the building, describing the architecture as of the modern American skyscraper type. Later through the courtesy of Mr. G. L. Rodgers, the Superintendent of the Building, the party made a tour of the building, ending at the 26th story.

Miss Hollingsworth, president of this chapter, is the new Municipal Reference Librarian, and has a fine sunny library, furnished with the last word in equipment.

Miss K. Dorothy Ferguson was elected to represent us at the Special Libraries convention in Washington.



## Does Research Pay

ABOUT five years ago in New England, states the *Bankers' Magazine*, a live representative group of business men in non-competing lines organized among themselves a research association. Eleven companies comprised the group, which included a machine tool builder, a publishing house, a chain cotton mill owner, a tanner, a textile machinery house, a rubber goods manufacturing company and others. The annual value of their combined products totals more than \$150,000,000. They pool business information and exchange intimate facts about their methods and costs. They are candid about their errors and shortcomings. Their staff members compare notes with one another and make rounds of inspection of one another's places of work. Profitable ideas come from facts in the possession of the team members which are assembled for the common good. An irrefutable illustration of the value of this research plan is found in the experiences of two members who, after a report of one sub-committee on internal transportation problems, effected a saving of \$35,000 a year in each case.

There can hardly be found a stronger argument or organized fact-finding, co-operating for new knowledge and mutual help in its application.

This interesting research experience was described by Meyer Bloomfield, consultant of the Policyholders' Service Bureau of the Metropolitan Life Insurance Company, at the annual dinner of the Attleboro, Mass., Chamber of Commerce. During his talk Mr. Bloomfield defined research as the most vital word in our language, representing the most dynamic of all organizations and economic functions. Research in business, he said, is another application of the modern idea of keeping individuals and communities well as practiced by many of today's leading physicians, who are devoting their services to prolonging the lives of the healthy as well as treating the ailing.

It has been the mistaken conviction of many smaller manufacturers that research is a luxury and an overhead that undoubtedly did some good for large corporations that could stand the expense. The dramatic research work and accomplishments of large concerns has somewhat tended to obscure the fact that science and the methods of science are the most democratic of all human instrumentalities, asking only to be used. A tremendous amount

of data on an almost inconceivable variety of subjects is available and it only remains for the individual, whether a small or large concern, to assimilate it and apply it to specific problems.

The value of research in the conduct of business is emphasized when one considers that today three types of business strategy are receiving the greatest attention. They are the strategy of location; the strategy of unique product, such as that based upon a patent; and the strategy of utility and quality.

It is the last of these that is arousing the interest of practically all intelligent business men in the face of present-day competition. To successfully meet the challenge of business strategy calls, obviously, for good management, which may be summarized by the following characteristics: Foresight, that is, seeing the problem ahead; planning, that is, charting an appropriate course of action; and control, the direction of the planned course to the desired end.

The achievement of these three characteristics of good management calls for definite knowledge based upon facts. Business men must substitute foresight for hunch, information for opinion, knowledge for gossip and hard, cold facts for tradition.

### Informational Resources

The District of Columbia Library Association recently published a "Handbook of Washington's Informational Resources," compiled by Dorsey W. Hyde, Jr., and Miles O. Price, as a convenience to Special Libraries Association members during the 20th Annual Convention held in the Capital City.

Mr. Frederick W. Ashley, President of the District Library Association, in a prefatory note, traced the history of District Library surveys from the earliest in 1897 down to Dr. Meyer's excellent Handbook published in 1914. The present handbook endeavors to describe more in detail the specialized files and indexes maintained by District libraries.

The survey covers over 200 Washington libraries and these libraries, according to the latest estimate contain more than 10,000,000 volumes. Among these are the Library of Congress, third largest in the world, the famous Library of the Surgeon Generals Office—the largest medical library in the world; the largest agricultural library in the world and innumer-

able special collections of unsurpassed size and value.

The book includes detailed library descriptions arranged alphabetically by library name, with cross references, and a six-page index.

Subjects covered run from aeronautics to angling, from banking to bribery, from canals to Chinese Literature, from earthquakes to education, from farm implements to free masonry, from highways to hypometry and from ice cream to Interstate Commerce.

## Events and Publications

Rebecca B. Rankin, Department Editor

An article by E. Ruth Jones, reference librarian of the Security Trust and Savings Bank, Los Angeles, entitled "The 'What-For' of the Business Reference Library," will appear in the September issue of "Bankers Magazine."

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"American Industries" for May, 1928, the official publication of the National Association of Manufacturers, presents a short article by Agnes S. Perkins, Librarian of the Association, entitled "The Special Library and Its Fine Growth." Reference is made to the development of the Special Libraries Association.

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The Graduate School of Business of Stanford University has made a survey of American Investment Trust Organization and Management. The publication is reviewed in "The International Investor," July, 1928.

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The Committee on Transportation of the Special Libraries Association has recently distributed a List of Books, Pamphlet and Other Material Published 1925-27 on Railroad Transportation, prepared by a sub-committee of the Association.

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The United States Daily for July 23, 1928, contains an interesting article on Agricultural Libraries prepared by Miss Claribel R. Barnett, Librarian of the Department of Agriculture.

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The ASLIB Directory, A Guide to Sources of Specialized Information in Great Britain and Ireland, edited by G. F. Barwick, B. A., Late Keeper of Printed Books, British Museum, came from the press in May, 1928. A review of this valuable publication will appear in a later issue of SPECIAL LIBRARIES.

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The Bureau of Railway Economics, Washington, presented its second exhibit of advertising posters of foreign railways from April 12th to April 30th, 1928. These posters were obtained through the courtesy of the New York agents of the leading railroads of England, France, Norway and Sweden.

The Library of the Bureau of Railway Economics has issued a trial bibliography on the Canadian Pacific Railway Company.

\* \* \*

"Old Time New England" for April, 1928, the bulletin of the Society for the Preservation of New England Antiquities, contains an interesting article on "The Playing Cards of Puritan New England," by Catherine Perry Hargrave, Librarian of the United States Playing Card Company.

\* \* \*

The International Labor News Service, published by the International Labor Press of America, has issued as a part of its information service a series of articles on "The Worker and the Library," which will bring to the attention of the entire labor press of the country the work of the public library. This undertaking is conducted in connection with the Adult Education Board of the American Library Association.

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The Bureau of Standards has announced the issuance of a new monthly periodical entitled "Journal of Research." The initial number will be dated July, 1928, and will continue the publication of the two series of research papers heretofore issued, namely, "Scientific Papers" and "Technologic Papers." A year's subscription to the publication is \$2.75 and applications should be made to the Superintendent of Documents.

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"Editor and Publisher" for August 11th presents the plans of the Bureau of Education and Research for service for the two hundred individual clubs affiliated with the International Advertising Association. A letter addressed to these various organizations by Nathaniel W. Barnes, Director of the Bureau, suggests five specific methods for this particular work of the Bureau, and as part of the work Mr. Barnes is conducting seven surveys on behalf of the Association. In a later issue we will print further details concerning this important research project.

## Personal Notes

### Mary C. Parker, Department Editor

Miss Mary C. Parker of the Federal Reserve Bank of New York, editor of this department, has recently returned from England after a two months' stay in that country.

Miss Margaret Reynolds of the First Wisconsin National Bank has enjoyed a vacation of several months in California.

Mr. Angus Fletcher of the British Library of Information, is spending the summer and early autumn in Scotland, returning in November.

Mr. J. Carl Ruthardt has been appointed librarian of the new Wyomissing Trade School Library at Wyomissing, Pennsylvania. This library is connected with the Research Division of the Textile Machine Works, the Berkshire Knitting Mills and the Narrow Fabric Company.

Miss Irene C. Cloud has been appointed librarian of the Westinghouse Mfg. Co., East Pittsburgh, in place of the late Miss Schlesinger.

Miss Eleanor S. Cavanaugh is spending her vacation in Europe. Prior to her departure a

luncheon was given in her honor by a group of her New York friends.

Mr. William Alcott and family recently enjoyed a delightful motor tour of New England, stopping at the General Office while en route to Boston.

Miss Carrie A. Schlesinger, Librarian of the Westinghouse Electric Research Library, died May 6th of pneumonia. Miss Schlesinger was for a number of years a member of the staff of Carnegie Library before becoming librarian of Westinghouse Electric in 1923. Her death is a very great loss to Pittsburgh Special Libraries Association.

Mrs. Mary C. Greene, for the past five years in charge of the Plain Dealer Library, died on July 2d after a brief illness. Mrs. Greene had been employed by the Plain Dealer since 1921 and the newspaper account of her death states that to her reporters and editors alike turned when they desired historical or informative material about anything from Labrador to a night blooming cereus. Mrs. Greene is survived by two sons who reside in Cleveland.

## Annual Dinner

The annual banquet of the association was held on Tuesday evening, May 22, in the roof garden banquet hall, and was one of the most largely-attended affairs in the history of the association, as well as one of the greatest social successes. Miss Margaret Withington, librarian of the Social Service Library of Boston, and a former president of Special Libraries Association of that city, was toastmistress. To her graciousness of manner and brilliant wit was due much of the success.

A raised table at one side of the banquet room contained nearly a score of guests of the association, while the diners were seated at round tables holding eight or ten, each in charge of a hostess. At the head table were officers of the association, including Mr. Cady, the president; Miss Vormelker, secretary; Mrs. Brigham, executive officer; Miss Cav-

anaugh, chairman of the program committee; Mr. Hyde, chairman of the local convention committee; Miss Florence Bradley of the Metropolitan Life Insurance Library of New York; Mr. Francis W. Ashley, president of the District of Columbia Library Association; Proctor L. Dougherty, chairman of the District of Columbia Commission; Dr. William M. Steuart, director of the census, and Hon. Clyde Kelly, congressman from the 33d Pennsylvania District, and the publisher of the Braddock News, who was the chief speaker of the evening.

Representative Kelly in a speech filled with inimitable anecdotes mentioned the inestimable good exerted the world over by libraries. Miss Bradley, with rare charm, told of a visit made to the ancient library in Spain where the original journals of Christopher Columbus are kept.

Pages 207-212 deleted, advertising.